



KING COUNTY

SECURITY OFFICER

DEPARTMENT OF EXECUTIVE SERVICES/FACILITIES MANAGEMENT DIVISION /
BUILDING SERVICES SECTION

Hourly Salary Range: \$15.72 - \$19.00

Job Announcement No.: 04GA4370

OPEN: 11/01/04 CLOSING: 11/15/04

WHO MAY APPLY: The position is open to all qualified employees on the County payroll who fall within the following categories: career service employees who are members of the International Brotherhood of Teamsters Local 117 holding the same classification as the vacant position, all other career service employees, all other executive branch regular exempt employees, current probationary employees who achieved career service status in a previous position, and temporary employees. Bargaining unit members will receive first consideration. **This recruitment is an effort to fill one (1) career service position and to create a list of competitive candidates to fill similar vacancies in the Building Services Section that may occur throughout the year.**

WHERE TO APPLY: Required forms and materials **must** be sent to: **Recruitment Officer, Facilities Management Division, 500 - 4th Ave., Room 800, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Please contact Gary Atchison at (206) 296-0564 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>, resume, letter of interest detailing your background and describing how you meet or exceed the requirements, and names and telephone numbers for a minimum of four references including current and former supervisors within the past three years are required.

WORK LOCATION: King County Courthouse Complex, 516 Third Avenue, Seattle, WA 98104. Must be willing to work in other Facilities Maintenance locations throughout King County.

WORK SCHEDULE: This position is overtime eligible. Full-time positions work a 40-hour week. Exact shift hours will vary.

JOB DESCRIPTION: Provides for the protection of all authorized persons and property on assigned King County premises by controlling ingress and egress, removing or detaining unauthorized or unwanted individuals, providing escort services to employees, and making security patrols.

PRIMARY JOB DUTIES INCLUDE:

- Safeguards County property against damage or loss, performs money escorts, safeguards County employees and authorized persons, controls ingress and egress of assigned county premises and provides escort service to County employees to ensure their safety.
- Performs after-hours weapons screening in Courthouses and checks in legal weapons pursuant to Court Order.
- Handles disturbances, unruly or threatening persons, removes trespassers or unauthorized individuals from assigned County premises, removes or detains hostile or aggressive individuals threatening the public, County employees or property by using the degree of force necessary.
- Makes security checks of assigned premises, checks doors, windows, building perimeters and makes reports of criminal activity and unusual or unsafe conditions.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Staffs security desks and maintains a log of all activity on a given shift, monitors building fire alarm systems, monitors and operates CCTV surveillance systems, monitors duress alarms, operates Access Control computer systems and dispatches Facilities and Court Security Officers via 800 MHz. Radio.
- Handles after hours building emergency repair requests, referring them to the appropriate authority.
- Evaluates observed or reported incidents, prepares accurate, comprehensive activity logs, incident reports, service reports and provides documentation of problems and security concerns.
- Enforces building operation and safety regulations.

QUALIFICATIONS:

- Graduation from a state-certified law enforcement or public safety academy.
- Ability to communicate clearly both orally and in writing.
- Knowledge of police defensive tactics and use of force, criminal and civil legal protections for persons and property.
- Computer experience with a variety of programs and applications is beneficial.

NECESSARY SPECIAL REQUIREMENTS: At the time of appointment the candidate must possess a valid Washington State driver's license or the ability to travel throughout King County in a timely manner in a variety of County vehicles. Applicants who possess the most competitive background will undergo a thorough background investigation and the selected candidate must pass a physical examination.

SELECTION PROCESS: Applications will be screened for clarity, completeness and qualifications. The most competitive candidates may be invited to a panel interview and a written and practical exercise. Finalists may interview with the supervisor. Reference checks may be conducted prior to any offer of employment.

UNION MEMBERSHIP: This position is represented by the International Brotherhood of Teamsters, Local 117.

CLASS CODE: 5220100 SEQUENCE NUMBER: 60-8425-0370